

Resume Portfolios created by Jason Franklin

Purpose: A resume portfolio is a great supplement to a college and scholarship application. They can also be used during interviews whether you are simply meeting with a college admissions officer or a scholarship committee. Remember, when you are applying to a college or battling for a scholarship, you are competing against others. Your resume portfolio will help you stand out.

Agreement: A resume portfolio can certainly be created by you. It does not require a template or fancy software. However, the senior year can be very busy and sometimes it is more practical for someone to create this for you, especially if they have experience producing portfolios that have helped other students get into colleges and get bigger scholarship offers. I have this experience, so you are agreeing to trust my judgment on how the portfolio is laid out.

Difference: When adults apply for jobs, they will submit a resume to a potential employer. The resume will include everything that is work-related and applicable to the position being sought. A resume portfolio is a little different. It is a summary of your high school years that is visually enhanced. The key is word is “summary.” It is to help introduce you to a college or scholarship committee by sharing information that might not appear in a traditional application. It is an “icebreaker” when you are meeting with someone or a group of people. It is to help get others to ask questions about you. It is not a complete biography. Therefore, I will help determine what should – and should not – be in the portfolio.

Usage: The following are just a few examples of how former students have used their resume portfolios successfully.

1. On a college visit, you meet people and collect business cards. Once you return home from the visit, mail the people you met a copy of your portfolio with an enclosed hand-written note thanking them for meeting with you. The note and portfolio will remind the person who you are and help you stick out.
2. Take a few copies with you on a college visit. When you meet with someone, typically the first question they ask you is, “Jason, tell me about yourself?” If you tend to be on the shy side, you can hand them a copy of your portfolio and simply say this summarizes my high school years. The person will most likely then ask you questions about things in the portfolio. This is good because you already know what is in the portfolio!
3. Online college applications usually allow you to download PDF files with supplement information. Download a copy of your resume portfolio.
4. Send a copy of your portfolio with scholarship applications.
5. When doing scholarship interviews, take copies with you and pass them out at the beginning. Make sure you know how many people are going to be doing the interview.

Process: It is important that you and I are on the same page regarding how we work throughout this process of putting the portfolio together.

1. When you are ready to begin, pay online by completing the following steps.

- a. Click on this link: <https://betterprepsuccess.com/make-a-payment>
- b. What are you paying for? Select Other.
- c. Amount owed: \$300 (a 3% processing fee will be added to that amount)
- d. Name: Student Name
- e. Email: Parent email (I have found it is easier to contact parent than student via email)
- f. Location: Resume Portfolio
- g. ACT Live Class Season or School License Program: Resume Portfolio

2. Once the payment is received, then I will email you the picture instructions and student information handout.

3. Complete the information handout and submit pictures.

4. Once I have received the completed handout, I will review it, and then we will set-up a conference call. This can be student and parent or just parent if the student is too busy. This call is important! If I cannot understand something on the handout then odds are a college will not understand, either. Also, my questions may trigger items the student forgot. This is also an opportunity for me to share thoughts on what should be included, what should not be included, and why.

5. I will complete first draft of the resume portfolio.

6. I will send you the draft for review.

7. We will do a second conference call to discuss the draft and any necessary changes.

8. Final draft will be completed and sent to you. At that point, the files are yours and you can make any changes/updates to it as the school year goes on since the bulk of the work has been done. If you need me to make changes after the final draft is completed, then there would be additional charges.

Time: Once I have received the completed information handout and pictures then it will be approximately three weeks until you receive the final draft and files. It could be faster but there are no guarantees.

Sample: Unless you tell me otherwise, I may use your resume portfolio in the future to share with others to give them ideas. For example, when I do one of my College Bound Seminars, I will have a table set-up with example portfolios of actual students. I change the student's last name and all the contact information to protect the student. If you do not want me to use your portfolio as an example, it is your responsibility to let me know within two weeks of you receiving the final draft and files.